# City of Locust Grove Sign Permit Application Checklist

The following information must be either included on the application or submitted along with the application for sign permit approval:

## SITE LOCATION INFORMATION

The name, address, telephone number and zoning for the business location.(Attach survey, site plan or drawing)

### PROPERTY OWNER INFORMATION

The name, address and telephone number of property owner.

#### PROPERTY OWNER CONSENT LETTER

Written consent of the owner of the building or lot upon which the sign is to be erected (if the sign is going on property other than your own).

#### **CONTRACTOR INFORMATION**

If a sign contractor is used to design and/or install the sign, the name and address of the contractor must be included on the application.

#### **SIGN INFORMATION**

Total square feet of the building front. Percentage of the building façade permitted as signage. The percentage to be used for a business shall be \_\_\_\_%.

Type	and	dimensions	of	the	proposed	and	existin	g
signs:							_	_

Any required setbacks for ground signs.

Site plan with the location of all ground signs.

A written list describing all other signs located on the lot indicating the sign type, size and placement

#### **COLORED DRAWINGS**

Three (3) sets accurately scaled color drawings of the plans, contents, specification, and methods of construction and attachment to the building or the structures, and any other limiting site features.

#### **PAYMENT**

A check for \$50.00 per sign application.

## OFFICIAL USE ONLY

PROCESSED BY:	
Date	
NOTES:	
☐ SITE INFORMATION	LOCATION
☐ PROPERT INFORMATION	OWNER
☐ PROPERTY CONSENT LETTER	OWNER
☐ CONTRACTOR INF	ORMATION
☐ SIGN INFORMATIO	N
□ 3 SETS	
□ PAYMENT	

# **Locust Grove Sign Permit Application**



11/1/14	omission Date	/•	Permit Number#	
ACORPORATED 1805				
SIGN LOCATION INF	ORMATION			
Name of Business:	ommailon.			
Address:			City/State/7:-	
Telephone:	Fa	ж.	City/State/Zip	
Address: Telephone: Land Lot	Pa	rict	E-Mall	
APPLICANT/OWNER	INFORMATIO	ON		
Name of Business:				
Address:		C	City/State/Zin	
Address:	Fa:	x:	E-Mail	
SIGN CONTRACTOR	INFORMATIC	N		
Name of Business:				
Address: Telephone: Proposed Copy / Content		C	City/State/Zip	
Description:	Fax	k:	E-Mail_	
Troposed Copy / Collici	IL			
Occupation Tax ID				
1st NEW SIGN INFORM	AATION (pleas	e circle) and does the	is sign need electricity?	YESNO
Oroging Sign (VOO)	Sign	Projection Sign	Wall Sign	Temporary Sign
Interstate Sign Subdi	ivision Sign	Awning Sign	Window Sign	Entrance Sign
Other Type				
ricigiit above grade:		Materia	al:	
Sign Dimensions: Beginning Date:		Total a	area per each side of sign	1
Total square footoge of	ildi C	Hinding	or I lotor	
Total square footage of b	Juliumg Tacade:		Setback from right of	way:
and ATEM CICAL PROPE	MATION (place	so oimio) a d d d		T.T.
S MEW SIGN INPODE	TATION (DICA:	se curie) and does th	us sign need electricity?	YESNO
2 <sup>nd</sup> NEW SIGN INFORM Ground Sign Roof:	Sign	Projection Ct.		
Orogin Kool	OIRII	Projection Ston	Wall Sign	Temporary Sign
Interstate Sign Subdi	OIRII	Projection Ston	Wall Sign Window Sign	Temporary Sign Entrance Sign
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